

# Online Renewals for Food Processing or Food Warehouse Licenses

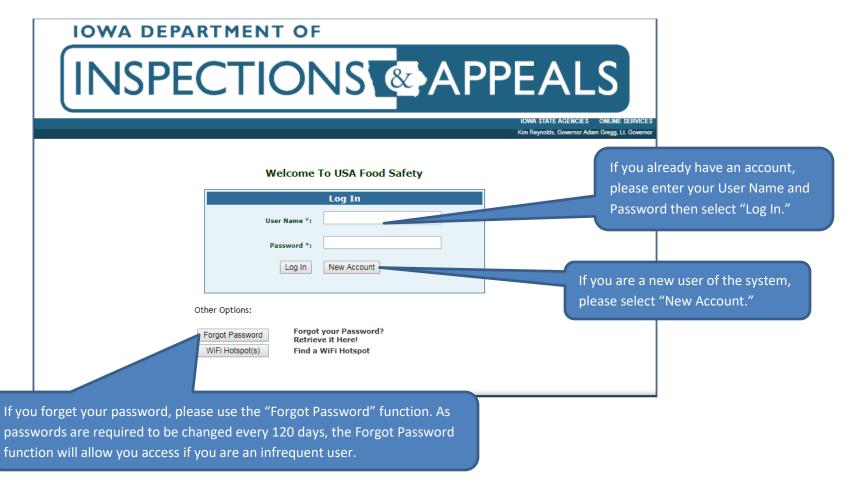
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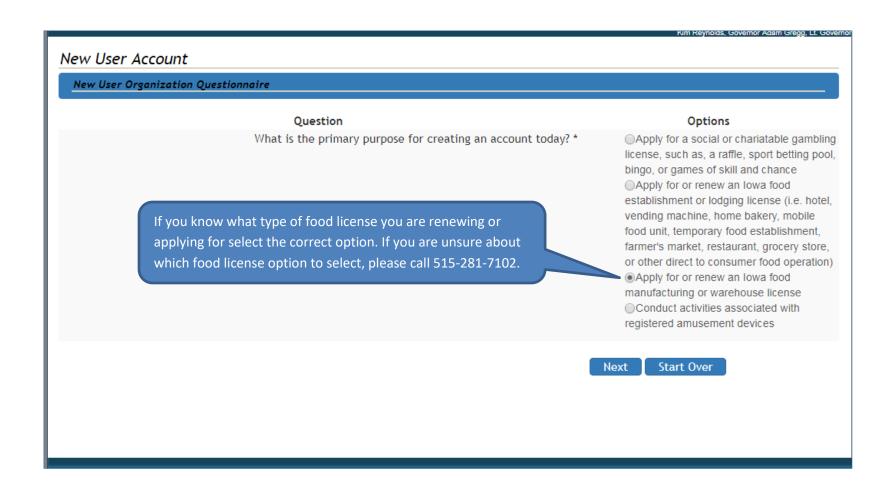
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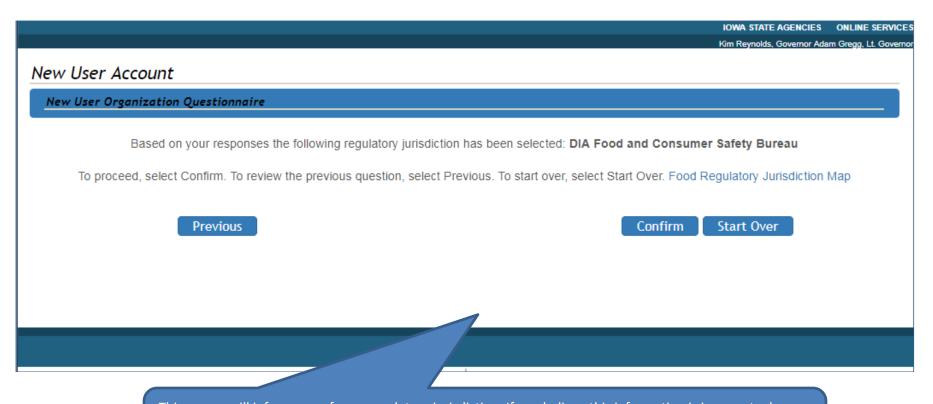
## **Creating an Account**

To access Iowa's Online Food Licensing System, please log onto the site by entering <a href="https://iowa.safefoodinspection.com">https://iowa.safefoodinspection.com</a> into your internet browser. Although the application functions in the most common internet browsers, the preferred internet browser is Google Chrome. If you are using another internet browser, the appearance of some of the pages and messages may differ from those in this user guide.

#### Log In Page:

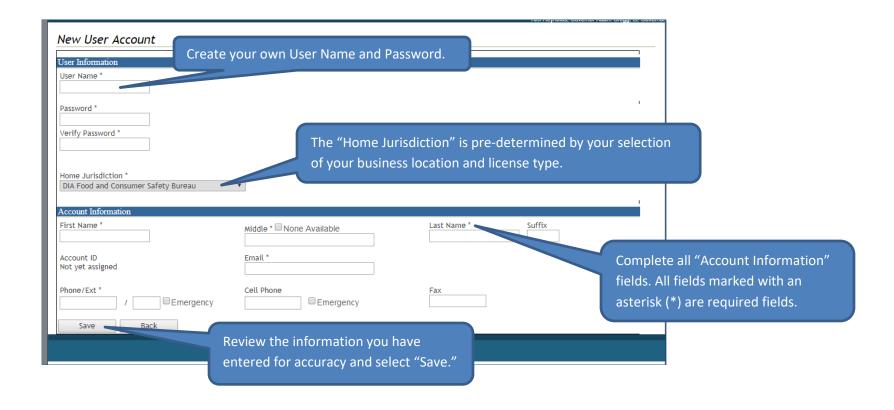




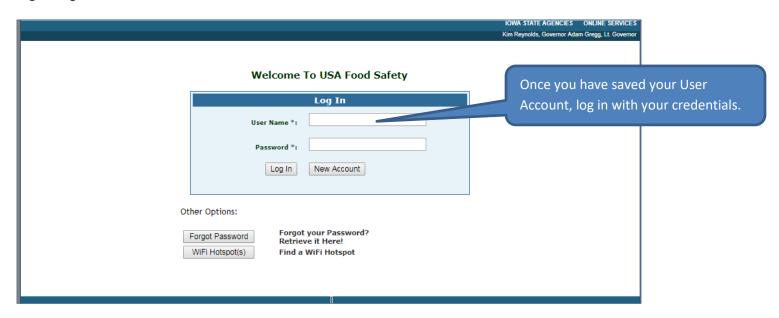


This screen will inform you of your regulatory jurisdiction. If you believe this information is incorrect, please read the instructions to review your response or choose to start over. Please note: All food manufacturing and warehouse operations fall under the DIA Food and Consumer Safety Bureau jurisdiction.

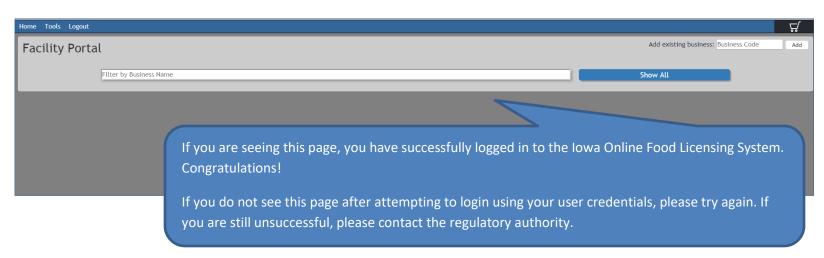
#### **Create a New User Account:**



## Log In Page:



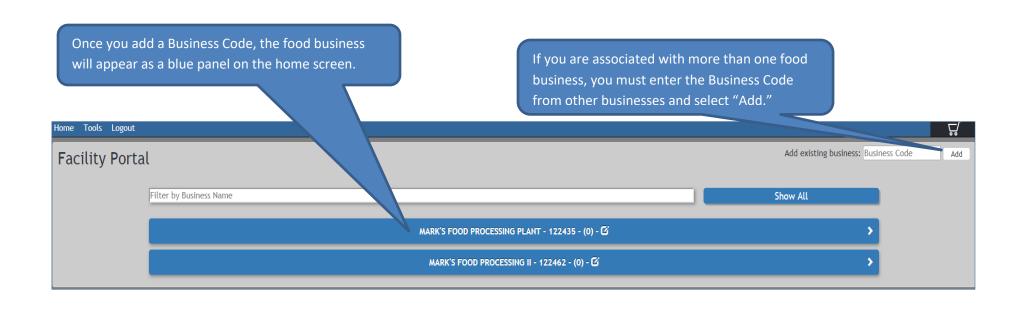
## **Food Business Home Page:**

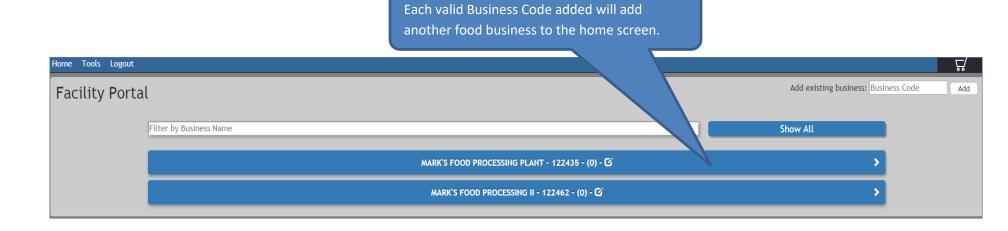


# Associating an Existing Food Business with a User Account

Once you have successfully logged into the Iowa Online Food Licensing System, the next step is to associate active food businesses with your user account. The Business Code that you need to associate an existing business with your user account is located on the food license renewal application that you receive from the regulatory agency.

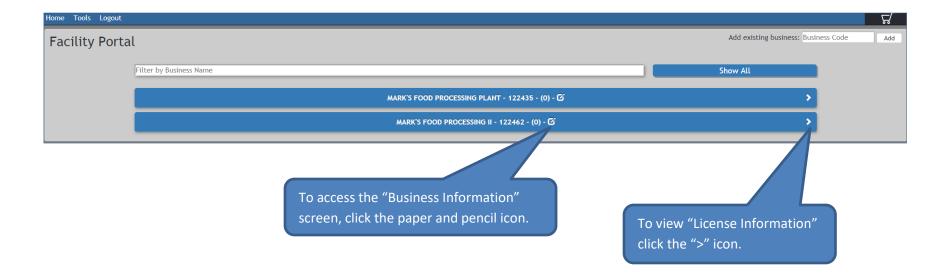
Here is an example of the top portion of the food license renewal application: The "Business Code" on the renewal must be entered in the Mail completed application and make check payable to: INSPECTIONS APPEALS space provided on the Iowa Online Department of Inspections & Appeals FOOD & CONSUMER SAFETY BUREAU Food Licensing home screen. 321 E 12th ST FL 3 FOOD & CONSUMER SAFETY BUREAU Des Moines, IA 50319-0083 Telephone:(515) 281-6538 RENEWAL APPLICATION FOR FOOD PROCESSING PLANT LICENSE (INCLUDING FOOD STORAGE FACILITIES) Date of Renewal: If ownership has changed, give previous owner Has ownership changed since last license issued? [] Yes [] No business name MARK'S FOOD PROCESSING II license number: 321 12th ST LATE PENALTIES APPLY IF LICENSE HAS Des Moines, IA 50310 Enter the Business Code from the renewal Business Code: 3KWQ-KPVJ License: 155057 Expires: 11/03/2017 form here and then select "Add." Home Tools Logout Ä Add existing business: Business Code **Facility Portal** Filter by Business Name





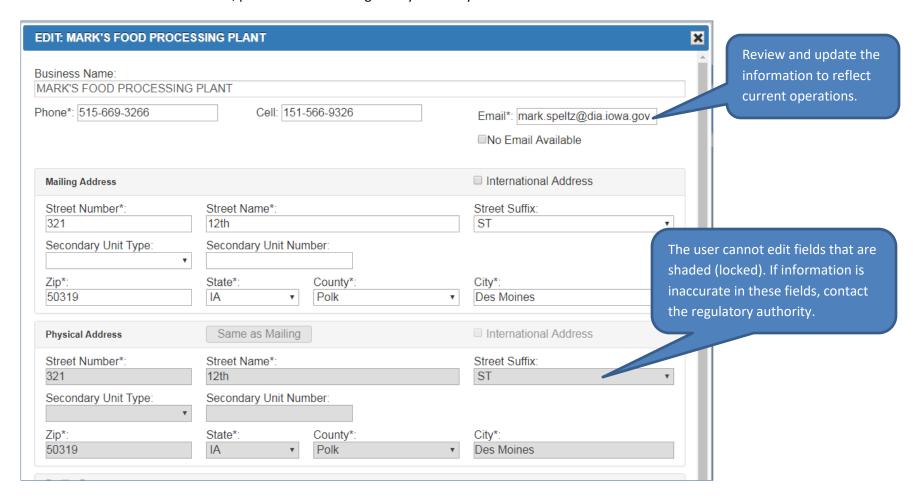
## **Reviewing and Updating Business and License Information**

Once a user has associated one or more businesses with the user account, it is important that the business information is reviewed and updated as necessary to reflect the current operation. There are two areas where information is displayed: "Business Information" and "License Information." Both of these areas contain operational information about each business.

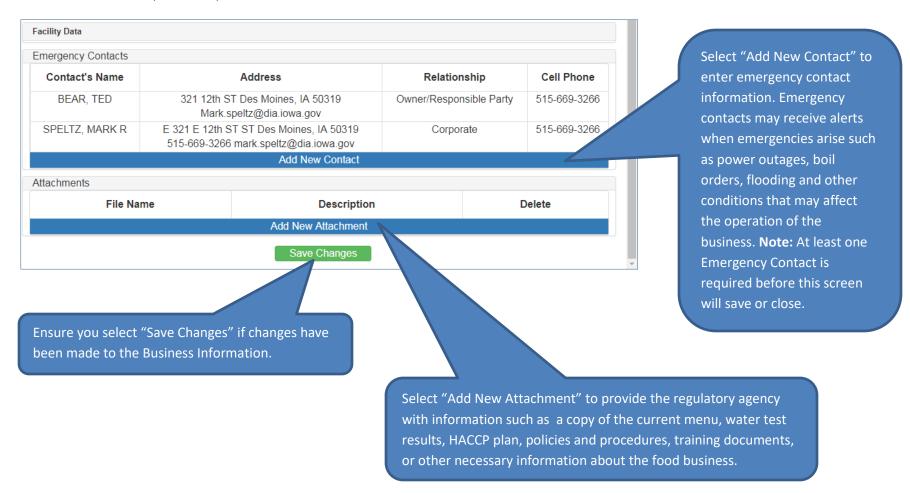


#### **Business Information:**

When the pencil and paper icon is selected, the "Edit Business Information" page will appear. Please review and update this information to reflect current operations. Note that some of the fields are locked (shaded in gray) and cannot be changed by the user. If there is inaccurate information in fields that are locked, please contact the regulatory authority.

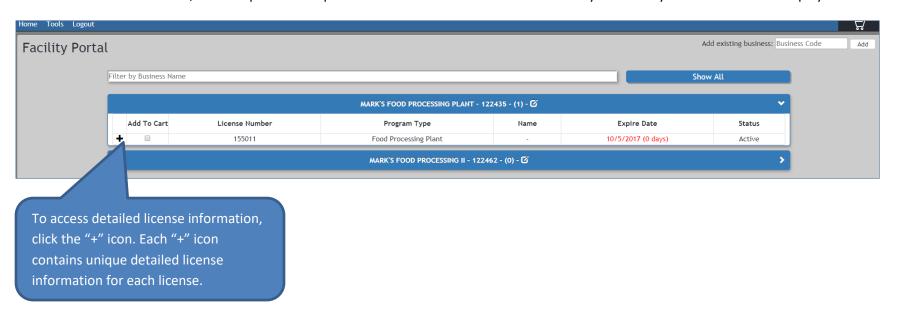


#### **Business Information** (continued):

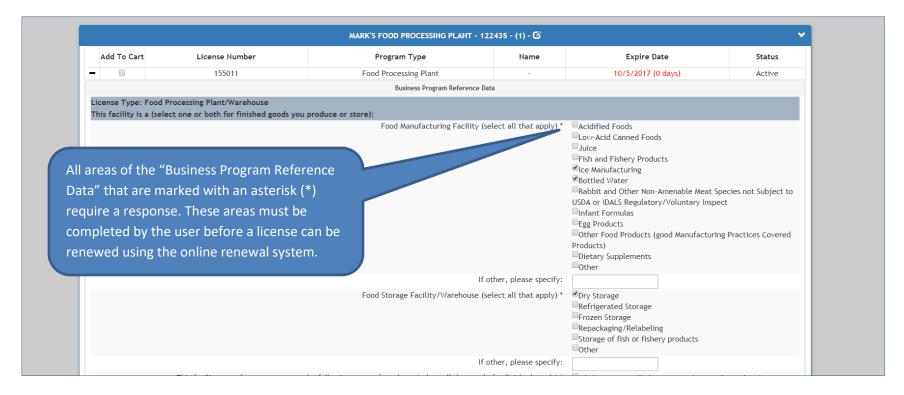


#### **License Information:**

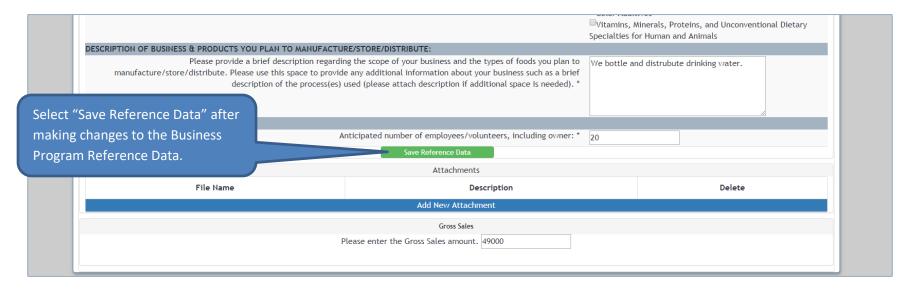
When the ">" icon is selected, the blue panel will expand to show a License Information summary. **Note:** only active licenses will display.



**Detailed License Information:** The information displayed for each license will differ based on the license type.

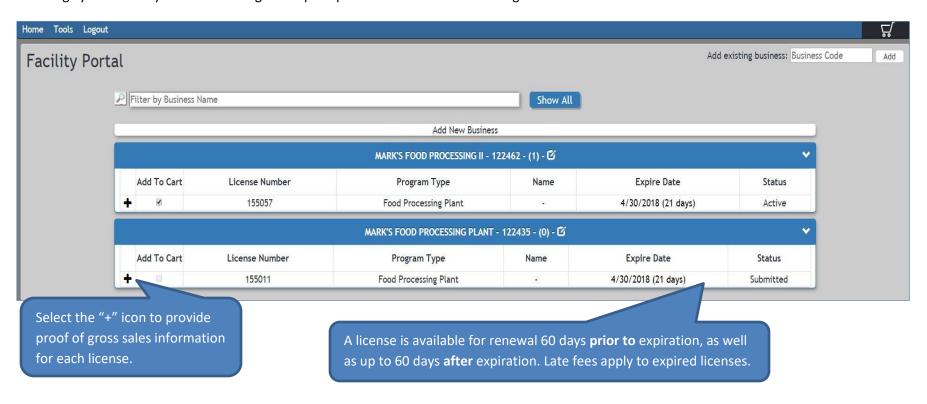


## **Detailed License Information** (continued):

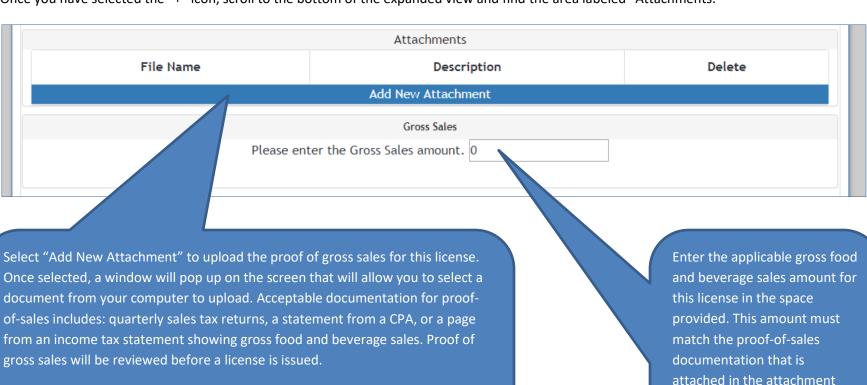


# **Paying for Processing License**

Once a user has successfully updated Business Information and License Information, food licenses may be renewed using the Iowa Online Food Licensing System. The system has messages and prompts to assist a user in renewing a food license.



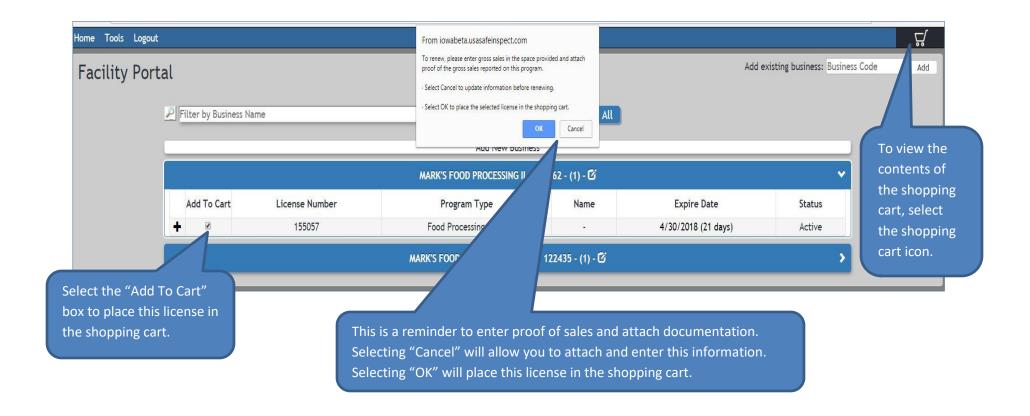
Once you have selected the "+" icon, scroll to the bottom of the expanded view and find the area labeled "Attachments."



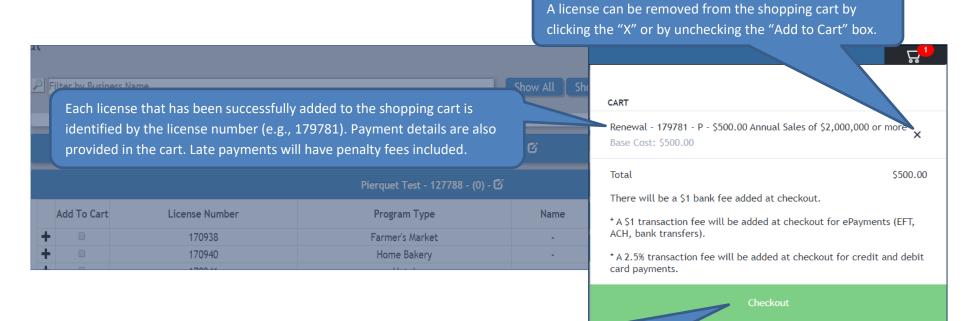
NOTE: If proof of sales is not attached and if the gross sales amount is not entered into the field provided, the maximum fee level for the license will be due upon check out.

and beverage sales amount for this license in the space provided. This amount must match the proof-of-sales documentation that is attached in the attachment section. Note: If this location does not have traditional sales, the amount entered is determined by the value of the food and beverage products that move through this location annually.

Once the proof-of-gross-sales has been attached and the gross sales amount has been entered into the space provided, the license may be added to the shopping cart.



Once the user has successfully placed a license in the shopping cart, the shopping cart contents should be reviewed for accuracy before checking out. To view the shopping cart contents, select the shopping cart icon.

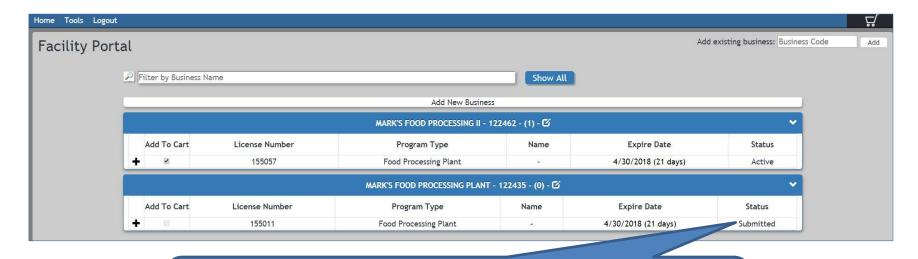


Once the shopping cart contents have been reviewed for accuracy, the user may proceed by selecting "Checkout." Selecting Checkout will redirect the user to the lowa e-payment screen.

NOTE: Both Electronic Fund Transfer (EFT) AND credit/debit card payments are accepted. There is a \$1 transaction fee for bank transfers and a 2.5% transaction fee for credit and debit cards.

Once the payment process is complete, the user will receive a payment confirmation number which may be printed and maintained as proof of payment. After receiving the payment confirmation number, please log back into the Iowa Online Food Licensing System to ensure the selected license or licenses are in a "Submitted" status. If the license you selected is not in a Submitted status, please contact the regulatory authority.

NOTE: Licenses that are in a Submitted status are NOT approved. Once the regulatory authority has approved the license, the status will be shown as "Active."



Licenses that are in a "Submitted" status have NOT been approved. The approval process occurs after submission. The documentation that has been provided will be reviewed before approval. Once the license has been approved, the status will change back to "Active." Please log into the lowa Online Food Licensing system periodically to view the status.